



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 111**
Procedure for Submitting Responses to Plans Review Denial Comments

DATE: November 1, 2006
Revised June 4, 2007

The purpose of this information bulletin is to develop a uniform, comprehensive requirement for permit applicants when submitting responses to previously identified plans review denial comments provided by the Development Services Department (DSD) plans examiners and to substantially reduce or eliminate the number of re-submittals needed to achieve plans approval. By establishing a standing operating procedure in this regard, that both DSD and DSD customers understand and follow, reviews will take place in a timely manner, and unnecessary delays to the process of acquiring a building permit will be eliminated.

Each plan review by a specific discipline may result in review comments (denial comments). Some reviews may generate several denial comments to be addressed by a re-submittal. Please refer to **Information Bulletin 110** for procedures to determine how to view plan review comments for projects on-line:

(http://www.sanantonio.gov/dsd/pdf/IB110_Accessing_Plan_Review_Comments.pdf).

Please adhere to the following procedures when responding to plans review denial comments.

1. Do not submit formal responses to plans review denial comments directly to a plans examiner. We highly recommend that the design team correspond (phone, email, etc) and/or meet with the respective plans examiners to discuss resolutions to all denial comments, if needed, but the formal responses shall be submitted as outlined in this Information Bulletin.
2. You may submit a formal response package addressing individual plans review denial comments once a particular discipline has reviewed the plans and posted the comments. However, you may wish to wait until all reviews for the review cycle under consideration have been completed by all reviewing disciplines. Some denial comments may have information on other sheets that require a reviewer to review multiple sheets, and a re-submittal to address a review comment may affect other disciplines. Regardless of whether you wait for all comments prior to submittal of the formal re-submittal package, responses to a particular discipline's review comments must be complete. It is up to the applicant to provide all the information to address an

individual review comment regardless of which discipline, and on which sheet, the information is located.

3. For a particular set of review comments from a discipline, do not submit an incomplete response package addressing only some of the plans review denial comments. Response packages addressing individual plans review denial comments shall be a comprehensive package addressing all of that discipline's comments. Please be aware that applicants shall pay an additional plans review fee of \$100.00 per hour (one hour minimum) for the third re-submittal for that discipline. If the response to a set of review denial comments is not complete and submitted in multiple submittal packages, the additional fee will apply to any submittal beyond the second re-submittal, even if addressing the first round of review comments.
4. The formal response package addressing plans review denial comments for a particular discipline shall be in the following format:
 - a. Provide a cover letter which identifies all of the following:
 - i. A/P Number
 - ii. Project Name
 - iii. Project Address
 - iv. Identify the Reviewing Discipline
 - v. Identify the respective denial comment(s). A brief sentence or paragraph explaining how each such denial comment is proposed to be resolved. In each response, it may be necessary to reference revised drawings, specifications, or other supporting documentation that is either attached to or located within an appendix to the cover letter.
 - vi. Contact information and signature of the Registered Design Professional in Responsible Charge.
 - b. For submittals that do not require explanations and comments to a particular comment, please utilize the attached form. A re-submittal package without either the cover letter addressing the appropriate denial comments or the attached form may result in a submittal package not being accepted by the department, or may result in a submittal that does not get to the appropriate reviewer.
 - c. Provide two (2) identical copies of all supporting documentation referenced within the cover letter including drawings that have been revised. Such supporting documentation may include but is not limited to design specifications, calculations, manufacture's literature, email correspondence, etc. If the revisions are Tree, Landscape, and/or Irrigation drawings, three (3) identical copies of all such drawings shall be submitted.

- i. If the original drawings were sealed by an Architect or Engineer, then any revisions to such drawings shall bear the seal and signature of the respective Architect or Engineer in accordance with Texas State Laws and Rules. All supporting documentation shall be sealed and signed as required by state statutes and regulations.
 - ii. Submit copies of only those drawings that are being revised. If drawings are being re-submitted which have not been revised, all such drawings will be discarded.
 - iii. Any revisions to drawings shall be clearly visible and identifiable (i.e., clouded, revision numbers, dates, etc).
 - iv. Any email correspondence used as supporting documentation shall be signed copies from the respective author(s).
5. The comprehensive package addressing all plans review denial comments from all disciplines shall be submitted to the following address:

City of San Antonio
Development Services Department
Building Development Division
Plans and Permits Section – Attn: CAR
1901 S. Alamo St.
San Antonio, TX 78204

6. Customers should be aware that a particular comment by a reviewer must be resolved with no more than two (2) re-submittals. If the review of the first re-submittal results in additional comments, you have three options.
 - a. You may set up a meeting with all the appropriate design professionals and plan review staff to address the denial comment(s) and come to resolution. The re-submittal subsequent to this meeting would then be the second re-submittal and should address all code requirements.
 - b. You may wish to address issues relating to building-related codes with a Code Modification Request. Please see **Information Bulletin 114** on the DSD webpage as follows:

http://epay.sanantonio.gov/dsddocumentcentral/upload/IB114_CodeMods.pdf

- c. You may wish to address issues relating to the Unified Development Code with an Administrative Exception or Variance. Please see **Information Bulletin 124** on the DSD webpage as follows:

<http://epay.sanantonio.gov/dsddocumentcentral/upload/IB124.pdf>

Please be aware that if an Administrative Exception is denied, your next option is to go before the Board of Adjustments or the Planning Commission. The Plans and Permits Section's Plans Management staff can help you set up this process.

In submitting responses to Plans and Permits, the owner and representatives should be aware that a comprehensive review for consistency is not the responsibility of DSD. DSD reviews plans for conformance to code requirements, and does not review for consistency between disciplines. Issuance of a permit by DSD is an acknowledgment that staff reviewed the documents for conformance to code. Issuance of the permit shall not be construed as an approval of any violation of the code or that plans between disciplines are consistent and do not conflict. The owner should be aware that any violation of the code or inconsistency in the plans may result in change orders at the time of construction.

If you have any questions regarding this Information Bulletin or the procedure for response to plans review denial comments, please call any plans examiner or a Development Services Engineer at (210) 207-8394.

Attachments: Cover Letter for Re-Submittal



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT

Cover Letter for Re-Submittals

FROM

This cover letter is to accompany two copies of all paperwork and/or drawings to be submitted along with a brief narrative of the changes/corrections to be made for each trade.

AP #: _____

Company Name: _____

Contact Person: _____

Phone #: _____ Fax #: _____ E: Mail _____

TO

Trade:

ATTN:

<input type="checkbox"/>	Building	_____
<input type="checkbox"/>	Fire	_____
<input type="checkbox"/>	Mechanical	_____
<input type="checkbox"/>	Electrical	_____
<input type="checkbox"/>	Plumbing	_____
<input type="checkbox"/>	Traffic/Sidewalk	_____
<input type="checkbox"/>	Drainage	_____
<input type="checkbox"/>	Tree	_____
<input type="checkbox"/>	Landscape	_____
<input type="checkbox"/>	Irrigation	_____
<input type="checkbox"/>	Health	_____
<input type="checkbox"/>	Historical	_____
<input type="checkbox"/>	SAWS	_____
<input type="checkbox"/>	Neighborhood	_____

Note: This cover letter is for submitting comprehensive revision packets to Plans and Permits. Use only one cover letter per AP being submitted. Do not include revisions for several projects (AP #s) under one cover letter. This cover letter is **not** for Plan Reviews by Appointment, Preliminary Meetings, Conditional or Partial Permits.

Comments: _____

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